

Washington State Arts Commission

ARTS IN EDUCATION GRANTS

Grant Tips and Budget Sample

General Grant Writing Tips:

- Deadlines are firm. Especially with electronic applications, it is wise to give yourself an internal deadline that is several days to a week earlier, to avoid last-minute technical problems.
- Incomplete applications are automatically ineligible.
- Read the guidelines carefully. They are updated for each application cycle.
- Don't try to write the grant application in one day. Or even one week.
- Your application as a whole should tell a cohesive story. Someone not associated with your program should be able to understand the basics of your program based on the narrative.
- Be specific in your narrative, and use examples. Don't pad the narrative with generalities. It is okay to use lists of short statements with bullets.
- Work Samples and Supplemental Material, if submitted, should convey your very best efforts. A poor quality work sample can hurt a well-written narrative; a great work sample can help an average application.
- Call on Arts in Education program staff when you have questions! Staff wants to help.

Notes on Grant approval:

- The grant process can be extremely competitive. The number and quality of grant applications in each cycle have a major impact on the amount of the final grant awards.
- Previous grant recipients should consider in their long-range financial planning that there is no guarantee of grant support from one grant cycle to the next. Each grant cycle is a new competition; grant applications are reviewed on a competitive basis.

Tips Based on Past Grant Applications

Funded proposals:

- Were written well, flowed logically, and addressed all requested information.
- Utilized correct spelling and grammar, and a presented a mathematically correct budget.
- Conveyed the partners' enthusiasm for and commitment to the proposed project.
- Demonstrated an understanding of the current arts education needs in their school(s)/district(s), and had a rationale for their approach to address those needs.
- Demonstrated an understanding of and connection to their community's arts resources.
- Utilized multi-level plans to meet their arts education goals.
- Demonstrated confirmed financial and in-kind support from a variety of sources.

Highest funded proposals:

- Demonstrated a strong collaborative process in which individual and organizational partners were committed to common goals and jointly engaged in reaching those goals.
- Displayed long-term thinking and long-term potential; addressed sustainability issues.
- Demonstrated continuing progress in their arts education approaches and/or outcomes.
- Showed cash support that matched or exceeded the ArtsWA funding request.
- Showed strong parent/family and/or community participation.
- Demonstrated exemplary components of arts education practice, including clear assessment of student learning in the arts, teacher professional development, arts integration into other curricular areas, addressing 21st century skills, multi-cultural arts, arts education advocacy, etc.

Sample Panelist Comments on Non-Funded Applications

Comments regarding project plan:

- Too heavy an emphasis on performances or product-oriented work.
- Is primarily an enrichment or exposure program, not enough active/participatory learning.
- Not seeing evidence of using clear arts learning objectives or state arts standards.
- No evidence of assessing student learning in the arts.
- Not serving all students; only certain students were selected for “advanced” work.
- Program not well integrated into the schools’ curricula; needs further development.
- Not a fully realized plan; not much originality; vague statements.
- No measurable outcomes.
- Plan does not adequately address ArtsWA’s arts education goals.

Comments regarding partnership:

- Classroom teachers don’t seem very involved/engaged.
- Arts organizations are not involved except as sites for workshops or performances.
- Parent/family participation is missing in the plan.
- Teaching Artists are not listed; not sure of quality of arts education being provided.
- Disappointed in the scope of the artists/arts educators involved.
- Not certain of management capacity based on materials provided.
- List of partners is not comprehensive and letters of commitment are weak.

Comments regarding budget:

- Budget not as well developed or specific as it should be.
- Cash match seems too low, or unrealistic in terms of anticipated income
- High cost for few students.
- ArtsWA funds not being allocated towards appropriate expenses.
- Budget does not seem aligned with project goals and/or narrative.

Comments on grant writing:

- Did not address the questions raised in the guidelines for the narrative section.
- Application overall did not demonstrate a well thought-out plan.
- Proposal does not sufficiently align with the guidelines.
- Proposal seems disjointed; project not completely thought out.

SAMPLE AIE BUDGET FORMS – ZOOMGRANTS APPLICATION FORMAT

CASH EXPENSES			
Expense Description	Hours, Rates, Quantities	Anticipated Total Cash Expense	Amount to be covered by ArtsWA funds
Fees for Arts Instruction for K-12 Students			
Teaching Artists - Visual	40 hrs @ \$50/hr	\$ 2,000	\$ 2,000
Teaching Artists - Dance	20 hrs @ \$50/hr	\$ 1,000	\$ 1,000
TA assistants	60 hrs @ \$20/hr	\$ 1,200	\$ -
Fees for Professional Development for Teachers / Teaching Artists			
TA for Teacher Prep Wkshp	4 hrs @ \$50	\$ 200	\$ 200
Fees to Artists or Arts Organizations (for non-instructional expenses)			
Museum admission	100 @ \$6	\$ 600	\$ -
Dance Performance	1 assembly at school	\$ 1,000	\$ -
Fees to Program Administrators or Consultants			
Project Coordinator	200 hrs @ \$30/hr	\$ 6,000	\$ 3,000
Assessment Consultant	40 hrs @ \$75/hr	\$ 3,000	\$ 1,500
Materials, Supplies, Transportation, Other			
Visual Arts Supplies	5 projects x 4 classes	\$ 500	\$ -
TA / Consultant Transp.	for school visits	\$ 250	\$ -
Office expenses, printing	various, based on FY18	\$ 200	\$ -
Total		\$ 15,950	\$ 7,700

CASH INCOME	Anticipated Cash Income	Confirmed?
ArtsWA Grant Request	\$ 7,700	
Cash from Applicant Org or Program Partners		
% of Annual Fund	\$ 1,500	✓
Mountain School District	\$ 1,200	✓
Government or Private Foundation Grants		
ABC Foundation	\$ 1,500	✓
XYZ Foundation	\$ 2,000	
Corporate or Local Business Support		
Howard's Hardware	\$ 250	
Other Local Support, e.g. PTA, Individual Donors, Fundraising Event		
Sunshine PTA	\$ 800	✓
Spring Event	\$ 1,000	
Other		
Total	\$ 15,950	

To show a balanced project budget:

- Total Cash Expense = Total Cash Income
- Total of ArtsWA Funds in Expense Table = Amount of Grant Request in Income Table

IN-KIND SUPPORT		
Description of Donated Goods or Services	Source of Support (Org, Company, Individual)	Value
Staff Coordination	Mountain School District	\$ 2,000
Event Support	Parent Volunteers	\$ 1,000
Art Supplies	Alex's Art Attic	\$ 500
Printing/Copying	Mountain School District	\$ 250
Total		\$ 3,750